

**Jefferson County Fire Protection District No. 3**  
**Board of Commissioners**  
**SPECIAL MEETING**  
**May 29, 2003**  
**A G E N D A**

- I. Call to Order                      Chair Morse                                      9:00 a.m.
- II. Flag Salute
- III. Approval of the Agenda
- IV. Public Comment
- V. State Purpose of the Special Meeting is to (1) receive, review, and award the fire district 2003-2004 insurance policy and premium; (2) review the DRAFT Annexation Resolution; (3) receive Chief Kier's recommendations for the 1992 ambulance project; (4) conduct an Executive Session for the purpose of reviewing the performance of public employees, if needed; and (5) Review, Edit and/or Adopt Policy Series 2000, beginning with Policy No. 2430 Chief Job Description, and continuing with Series 3000, if time allows. Board action may be taken on any one or all of these listed subjects.
- VI. 9:00 a.m.                      Call for ESIP Insurance Proposal                      Karen Miltenberger
- VII. Review DRAFT Annexation Resolution for possible adoption at June 10 Regular Meeting after the Public Hearing
- VIII. Receive Chief Kier's 1992 Ambulance Project Recommendation(s)
- IX. 10:30 a.m.                      Call for VFIS Insurance Proposal                      Dick Fournier
- X. Call for Decision on District Insurance Company, Policy, & Premium
- XI. Review, Edit, Adopt Policy No. 2430 Chief's Job Description
- XII. Review, Edit and/or Adopt Policy Series 2000
- XIII. Review, Edit and/or Adopt Policy Series 3000
- XIV. EXECUTIVE SESSION: May be called, as needed, for the purpose of reviewing the performance of public employees
- XV. Good of the Order; Questions and Answers
- XVI. Assignments
- XVII. Call for Adjournment

**JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 3**  
**a.k.a. Port Ludlow Fire and Rescue**  
**BOARD of COMMISSIONERS**  
**Special Meeting Minutes**  
**May 29, 2003**

**CALL to ORDER:**

Chairman Commissioner Howard Morse called the Special Meeting of May 29, 2003, of the Board of Commissioners of Jefferson County Fire Protection District No. 3, a.k.a., Port Ludlow Fire and Rescue, to order at 9:04 a.m. at Station 31 located at 7650 Oak Bay Road, Port Ludlow, Washington.

Commissioners present were Commissioner Howard Morse, Commissioner Gene Carmody, Commissioner David Wheeler, and Commissioner Robert Pontius. Also present were Chief Wayne Kier, CFO/ District Secretary Arlene Obtinario, and Lt. Brian Soete.

**FLAG SALUTE** Chair Morse called on Commissioner Wheeler to lead the assembly in the Pledge of Allegiance to the Flag of the United States of America.

**APPROVE the AGENDA** Chair Morse called for any changes to the Agenda and there were no changes offered.

**PUBLIC COMMENT:** Chair Morse called for public comment and received no response.

**PURPOSE of the SPECIAL MEETING:**

Chair Morse stated the purpose of the Special Meeting is to (1) receive, review, and award the fire district 2003-2004 insurance policy and premium; (2) review the DRAFT Annexation Resolution; (3) receive Chief Kier's recommendations for the 1992 ambulance project; (4) conduct an Executive Session for the purpose of reviewing the performance of public employees, if needed; and (5) Review, Edit and/or Adopt Policy Series 2000, beginning with Policy No. 2430 Chief Job Description, and continuing with Series 3000, if time allows. The Board may take action on any one or all of the listed subjects.

Chair Morse called on Karen Miltenberger of Nicholson & Associates Insurance to present the ESIP Insurance proposal for the June 2003 – June 2004 policy. Besides **the ESIP premium quote of \$19,577**, Ms. Miltenberger offered a Provident Group Life Insurance proposal and a Provident Accidental Death & Disability & Sickness Insurance proposal for consideration. It was noted that the current AD&D plan in force does not renew until September, 2003, so the Board did not consider the additional proposals at this time. Mr. Roger Neal assisted Miltenberger with a very informative ESIP proposal.

**Chair Morse called for a Recess at 10:24 a.m. Chair Morse called the Special Meeting back to order at 10:32 a.m.**

The Board agreed to address the Agenda topics, but to reorganize the order as needed to accommodate the insurance proposals.

Chair Morse called on Dick Fournier and Carolyn Evans of Fournier Group to present the VFIS Insurance proposal for the June 2003 – June 2004 policy. Mr. Fournier stated that as an

independent insurance broker, he writes both ESIP and VFIS; the majority of his fire district clients are with VFIS, but those with ESIP are pleased with ESIP; stated that VFIS is service-oriented; VFIS operates as a company and does their own underwriting; ESIP is a middleman and sells to another company for underwriting; ESIP has changed 3 carriers in the past 5 years; the limits are "stacked" in VFIS, which ultimately gives more coverage. The **VFIS June 2003 – June 2004 premium quote is \$18,923.**

**Call for Decision on District Insurance Company, Policy, & Premium:**

After the two competitive insurance policy proposal presentations, the Board began their review and comparison. Commissioner Wheeler pointed out that additional earthquake coverage through VFIS would bring the premium up to \$20,902, which, without further adjustments, would mean a difference of \$1,325 between the two companies. Commissioner Carmody said there is not a really wide gap to constitute a change in carriers and he expressed support of the excellent service received from VFIS. Commissioner Pontius expressed his satisfaction with service from VFIS and the agent; he likes the fact that VFIS does its' own underwriting; and he recommended retaining VFIS. Chief Kier said the difference could be reduced some by raising the deductibles; he stated support for the excellent service received when the new compressor was in the accident on a 'borrowed' trailer; and he said "if it's not broken, then you don't need to fix it". Commissioner Morse stated that ESIP is a newer company and VFIS is its' own underwriter. **MOTION:** Commissioner Pontius made a Motion to continue insurance coverage with VFIS and to renew the 2003-2004 policy with VFIS. Commissioner Carmody seconded the Motion. Chair Morse called for discussion of the Motion. Commissioner Wheeler reminded everyone that the cost for VFIS would be higher than ESIP. Question was called. Chair Morse called for a vote on the Motion. Commissioners Carmody, Pontius, and Morse voted in favor of the Motion. Commissioner Wheeler voted against the Motion. The Motion carried.

**MOTION:** Commissioner Wheeler made a Motion to insure the buildings for earthquake and flood by \$1 million. Commissioner Pontius seconded the Motion. Chair Morse called for discussion on the Motion. Question was called. Chair Morse called for a vote on the Motion. The Motion carried unanimously.

**MOTION:** Commissioner Wheeler made a Motion to raise the vehicle collision deductible from \$250 to \$500. Commissioner Carmody seconded the Motion. Chair Morse called for discussion on the Motion. Question was called. Chair Morse called for a vote on the Motion. The Motion carried unanimously.

**MOTION:** Commissioner Carmody made a Motion to raise the vehicle comprehensive deductible from \$0 (zero) to \$250. Commissioner Wheeler seconded the Motion. Chair Morse called for discussion on the Motion. Question was called. Chair Morse called for a vote on the Motion. The Motion carried unanimously.

**Review DRAFT Annexation Resolution:** D.S. Obtinario stated the formal resolution would be available at the June 10 Regular Meeting for adoption; the DRAFT is for Board review.

**Chief Kier's 1992 Ambulance Project Recommendation(s):** Chief Kier circulated a packet of background information and survey options for addressing the 1992 ambulance emergency lighting crisis. Chief stated that he had covered 3 possible remedies: (1) re-mount the box on a

new chassis; (2) purchase an available demonstrator; and (3) purchase a late-model, used unit. Chief Kier explained that the ambulance vendors had pushed remounts for the module units, but the ambulance manufacturers had overstated the remount program, so that it is possible to get a demonstrator at nearly the same cost of a remount. Chief Kier recommended the Board go out with an RFP – Request for Product and list the fire district's basic needs and let the vendors produce the affordable possibilities for the district's need for the second ambulance. Chief said use of the light bar appears to be causing the problem with intermittent emergency lights. Commissioner Pontius suggested offering the 1992 ambulance as a trade in and Chief Kier said it might be appropriate to keep it as the 'reserve' backup unit. **MOTION:** Commissioner Pontius made a Motion to authorize staff to proceed with the 1992 ambulance project to include bids for available units. Commissioner Pontius further stated in his Motion, **"This is viewed as an emergency problem with the lights and should there be an accident, it could be viewed as negligence on the District's part."** Commissioner Carmody seconded the Motion. Chair called for discussion of the Motion. Question was called. Chair Morse called for a vote on the Motion. The Motion carried unanimously.

Chief Kier will write the RFP asking about new, used, and demo availability with the 1992 as a trade-in.

**Policy No. 2430 Chief's Job Description:** Chief circulated the corrected copy of his job description so the BOC could review their edits from the previous meeting. **MOTION:** Commissioner Carmody made a Motion to accept 2430FC as discussed and written. Commissioner Wheeler seconded the Motion. Chair called for discussion of the Motion. Question was called. Chair Morse called for a vote on the Motion. The Motion carried.

**EXECUTIVE SESSION** Chair Morse called for no Executive Session.

**GOOD of the ORDER; Questions and Answers:** Chief Kier circulated a Decision Packet on hiring for the Board's review, discussion, and possible action at the June 10<sup>th</sup> Regular Meeting. He explained that the Finance Committee recommends hiring 1 fire fighter/EMT and a Training Officer or hiring 2 fire fighter/EMT's as of January 1, 2004.

Chief reminded the BOC that their edits to the 2002 Annual Report are due today. **MOTION:** Commissioner Wheeler made a Motion to accept the 2002 Annual Report. Commissioner Carmody seconded the Motion. Chair called for discussion of the Motion. Question was called. Chair Morse called for a vote on the Motion. The Motion carried.

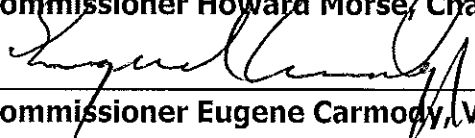
**ADJOURNMENT:**

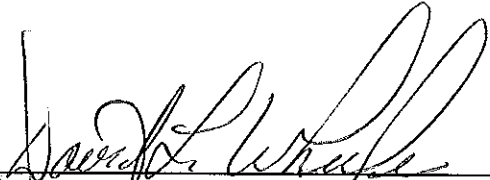
Chair Morse called for adjournment at 1:35 p.m.

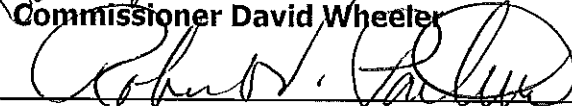
**JEFFERSON COUNTY FIRE PROTECTION DISTRICT NO. 3**


Signed:

BY:   
Commissioner Howard Morse, Chairman

BY:   
Commissioner Eugene Carmody, Vice-Chairman

BY:   
Commissioner David Wheeler

BY:   
Commissioner Robert Pontius

ATTEST: By:  Arlene F. Obtinario, District Secretary